



COMMONWEALTH of VIRGINIA

Department of Medical Assistance Services

PATRICK W. FINNERTY
DIRECTOR

August 1, 2002

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Mike Fiore, Director
Centers for Medicare and Medicaid Services
Center for Medicaid and State Operations
Family and Children's Health Program Group
7500 Security Boulevard
Baltimore, Maryland 21244-1850
(410) 786-0623

Dear Mr. Fiore:

The purposes of this letter are to formally accept the award and Special Terms and Conditions for the section 1115 Medicaid demonstration project for family planning services and to submit our detailed implementation plan. We understand that the award has been approved for a 5-year period from its implementation date of October 1, 2002. We will ensure that all future written correspondence will include the project number 11-W-00152/3.

We look forward to working with CMS on this project. If you have further questions, please call Kathryn T. Kotula, our Policy and Research Director, at (804) 371-8851.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Finnerty", written over a horizontal line.

Patrick Finnerty
Director

PF/dms

Enc.

**IMPLEMENTATION PLAN
FOR THE VIRGINIA
1115 FAMILY PLANNING WAIVER
Project number 11-W-00152/3**

Implementation Date: October 1, 2002

1. Recipient Notification

- a. Change Medicaid Management Information System to modify the language of the currently generated *Medicaid Coverage Cancellation* notice, which is sent to women who have reached the Federally mandated Medicaid entitlement period for a pregnant women, so it includes information about the family planning waiver. The system change will also cause the notice to be generated at least 30 days prior to Medicaid cancellation to allow the participant a greater amount of time to apply for the family planning waiver and to decrease the risk of lapses in family planning services. (completed by 9/30/02)
- b. Update the recipient Medicaid Handbook and the Department of Medical Assistance Services web site to include eligibility and family planning services information for the family planning waiver. (completed and ready for distribution 9/30/02)
- c. Partner with the Department of Social services to develop a family planning waiver fact sheet, which includes eligibility and service information and primary care provider locations, and contact information that will be given to potential waiver recipients by local Department of Social Services personnel and Virginia Primary Care Association Providers. (August 2002)

2. Provider Notification

- a. Update provider manuals to provide information on billing procedures and services. (August 2002-October 2002)
- b. Send Medicaid Memorandum to providers regarding new covered group, services provided under this group, and how to identify recipients. (September 2002)
- c. Provide training to providers who are members of the Virginia Primary Care Association on covered services and the referral requirements of the family planning waiver at scheduled meeting. (August or September 2002)

3. Training (August-September 2002)

- a. Coordinate and provide eligibility determination training to all local Departments of Social Services.

- b. Educate providers on family planning waiver covered services and eligibility, billing procedures, and the primary care referral requirements.
- c. Provide training to DMAS help-line staff.

4. Regulations

- a. Publish Notice of Intended Regulatory Action in Virginia Register. (July 15, 2002)
- b. Respond to public comments. (August 15-September 1, 2002)
- c. Publish Regulations in the Virginia Register with effective date of October 1, 2002 (August 26, 2002).

5. Evaluation Design

- a. Enter an interagency agreement with the University of Virginia to develop the evaluation design. (August 1, 2002)
- b. Submit the evaluation design to CMS (October 30, 2002).

6. Implementation Workgroup

- a. Form the workgroup (July 14, 2002)
The workgroup will consist of DMAS staff and representatives from the Virginia Primary Care Association, The March of Dimes, Planned Parenthood, and the Virginia Departments of Social Services and Health.
- b. Workgroup Meeting (August 2002)
Discuss how each organization can assist in implementation and assign tasks
Begin development of outreach material.
- c. Workgroup Meeting (September 2002)
Complete development of outreach material
Discuss and problem solve implementation issues

7. Computer System Changes (completed by September 30, 2002)

- a. Modify the Medicaid Management Information System(MMIS) to
 - 1. Define family planning waiver recipients by a program designation as a means to limit services to family planning, annual exams, pap smears, and initial family planning waiver encounter STI screens as specified in the waiver proposal.

2. Separate the family planning services provided to the waiver population from those provided to other Medicaid populations to allow for appropriate reporting to CMS.
 3. Generate notifications to women who are currently enrolled in Medicaid due to pregnancy which will provide information regarding the family planning waiver to included services, eligibility, and expiration date of the waiver.
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- b. Modify the Department of Social Services Application Benefit Delivery Automation Project (ADAPT) to allow for eligibility determination of the family planning waiver applicants.

8. Outreach

- a. Disseminate outreach material developed by the workgroup to local health departments, Federally Qualified Health Centers, Virginia's Free Clinics, hospitals, etc. (October 2002)
- b. Place a PDF version of the material on the DMAS to allow providers to print material and disseminate to patients. (October 2002)
- c. Contact news stations and newspapers throughout the Commonwealth and request coverage of the family planning waiver implementation. (September-October 2002)